DOCUMENT RESUME

ED 092 745 CE 001 475

AUTHOR	Hart, Jim
TITLE	A Very Selective Career Education Bibliography: Secondary Curriculum.
INSTITUTION	South Dakota Career Education Project, Watertown.
PUB DATE	[74]
NOTE	14p.; For related documents see CE 001 474 and 476
EDRS PRICE	MF-$0.75 HC-$1.50 PLUS POSTAGE
DESCRIPTORS	*Annotated Bibliographies; *Audiovisual Aids; *Career Education; Educational Games; Filmstrips; *High School Curriculum; Instructional Films; *Instructional Materials; Reference Materials; Secondary Schools

ABSTRACT

The South Dakota Career Education Project has prepared this abbreviated bibliography to assist in the integration of career education into the established secondary curriculum. Instead of producing a comprehensive bibliography, a very selective listing of materials in the field of career education is presented. The bibliography is divided into five sections: basic literature (5 entries); career education bibliographies (4 entries); printed curriculum materials, including basic references (6 entries), commercially produced curriculum materials (5 entries), and curriculum materials produced by State and local education systems (7 entries); audiovisual software, including basic literature (6 entries), slides (3 entries), and films and filmstrips (17 entries); and simulation and instructional games (6 entries). Each listing includes the publisher's address and, wherever possible, the purchase price of the item. (Author/SC)

ED 092745

A VERY SELECTIVE CAREER EDUCATION BIBLIOGRAPHY

SECONDARY CURRICULUM

Jim Hart
Secondary Curriculum Specialist
South Dakota State-Wide Project

CE001475

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

A VERY SELECTIVE CAREER EDUCATION BIBLIOGRAPHY

SECONDARY CURRICULUM

The South Dakota Career Education Project has prepared this abbreviated bibliography to assist in the integration of career education into the established secondary curriculum. Instead of producing a comprehensive bibliography, we have chosen to produce a very selective listing of materials in the field of career education. We have done so on the assumption that plowing through a massive bibliography is too often an exercise in frustration, instead of enlightenment. Those investigators who desire more extensive information should consult some of the sources cited in Section II of this document.

This career education bibliography for secondary curriculum is divided into five sections: basic literature, career education bibliographies, printed curriculum materials, audio-visual software, and simulation and instructional games. Each listing includes the publisher's address and, wherever possible, the purchase price of the item.

I. BASIC LITERATURE FOR CAREER EDUCATION.

Career Education: What It Is And How To Do It by Kenneth B. Hoyt et al. This book analyzes the basic concepts of career education, traces the development of these concepts, discusses the potential benefits of career education, and outlines procedures for establishing a career education program. Educational Properties, Inc., P.O. Box DX, Irvine, California 92664. Price - $4.95.

Career Education: A Handbook For Funding Resources by Charles W. Ryan. This guide shows how to obtain financial aid for career education programs. It outlines the procedures required by federal and state sources, contains guidelines and samples for funding proposals, and lists referral sources. Houghton-Mifflin Company, Two Park Street, Boston, Massachusetts 02107. Price - $.75.

Career Education In The Middle/Junior High School by Rupert N. Evans et al. An excellent introductory treatment of career education in grades 6, 7, 8, and 9. This volume contains extended discussions of such topics as: basic concepts of career education; nature of career development in the middle school years; career development practices; career education in the basic academic classroom; organizing career education in the middle/junior high school; etc. Educational Properties, Inc., P. O. Box DX, Irvine, California 92664. Price - $7.95.

Career Education Monograph Series. This series includes nine brief studies of basic topics in career education written by authorities in the field. "Implementation and Administration of Career Education Programs"; "Lower School Curriculum Guide"; "Middle School Curriculum Guide"; "Upper School Curriculum Guide"; "Post-Secondary and Adult Curriculum Guide"; "Career Guidance"; "Student Placement and Follow-up"; "Professional Development"; "Involving the Community in Career Education". Available from the Bureau of Publications, School of Education, North Carolina State University, Raleigh, North Carolina 27607. Price - single copy, $1.00; complete series, $5.00.

Essays On Career Education. A collection of essays evaluating career education written by a highly diversified panel of contributors. The essayists include a social psychologist, an economist, a school superintendent, a bank vice-president, a union official, etc. Available from the Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402. Price - $6.05.

II. BASIC CAREER EDUCATION BIBLIOGRAPHIES.

Bibliography On Career Education. This bibliography is divided into four sections: (1) key documents dealing with the concept of career education; (2) journal articles dealing with the key concept and some of its component parts; (3) career education curriculum materials and publications which discuss various elements of implementing career education; and (4) sources which provide continuing information on career education. Most of the entries are not annotated; however, ERIC code numbers are listed for many of the entries. Available from the Office of Education, Department of Health, Education, and Welfare, Washington, D. C. 20202.

Career Development Resources: A Guide To Audiovisual And Printed Materials, K-12 by Harry N. Drier, Jr., et al. This excellent guide contains an extensive listing of career education materials - films, filmstrips, slides, tapes, records, and printed materials. The bibliography classifies its listings by grade level and topical area. It also contains a comprehensive listing of publishers' addresses and a bibliography for professional reading. Charles A. Jones Publishing Company, 4 Village Green, SE, Worthington, Ohio 43085. Price - $9.95.

Career Education: An Annotated Bibliography For Teachers And Curriculum Developers by James A. Dunn et al. This annotated bibliography concentrates exclusively on printed materials relating to career education. This reference is divided into four sections: (1) professional literature on career education, (2) children's books for use in the classroom, (3) other career education bibliographies, and (4) periodical literature containing career education information. American Institue for Research, Palo Alto, California 94302. Price - $10.00.

Grades 7, 8, and 9: Learning Resources For Career Education. Senior High Learning Resources For Career Education.

These two brief bibliographies list and describe suggested career education resource materials including simulation games, books for students, audio-visual materials, professional books, bibliographies, publishers and suppliers, etc. Highly recommended. Available from the New Jersey Occupational Resource Center, Bldg. 871, R. M. C., Plainfield Avenue, Edison, New Jersey 08817. Price - $1.00 each.

III. PRINTED CURRICULUM MATERIALS.

A- BASIC REFERENCES:

Abstracts of Instructional Materials For Career Education by Allen B. Moore (1972). Produced by the Center for Vocational and Technical Education at the Ohio State University, this publication presents abstracts of career education instructional materials contained in the ERIC system. Available from the ERIC clearinghouse - order number ED 068 627.

Career Information: A Directory of Free Materials For Counselors And Teachers by A.L. Block. This guide catalogues over 1,200 pieces of printed career information available free of charge. Some titles relate to very specific job classification, some to broader occupational clusters, and some to basic activities such as job applications, employment interviews, and educational planning. Sextant Systems, Inc., 3028 North 34th Street, Milwaukee, Wisconsin 53210. Price - $9.95.

Educator's Guide To Free Science Materials. This publication contains an extensive listing of audiovisual and other science curriculum enrichment materials which are available free of charge. The guide also identifies several units of study using free materials. Educator's Progress Service, Inc., Station 73, Randolph, Wisconsin 53956. Price - $9.25.

Educator's Guide To Free Social Studies Materials. This publication lists more than 2,800 audio-visual and other social studies curriculum materials which are available free of charge from industrial, governmental, and philanthropic sources. Educator's Progress Service, Inc., Station 73, Randolph, Wisconsin 53956. Price - $10.50.

K-12 Guide For Integrating Career Development Into Local Curriculum by Harry N. Drier, Jr. This publication focuses on the task of integrating career education instruction into an established K-12 curriculum. It includes basic concepts, models, procedures, objectives, resources, and suggestions for evaluation. Charles A. Jones Publishing Company, 4 Village Green, SE, Worthington, Ohio 43085. Price - $6.95.

III. PRINTED CURRICULUM MATERIALS.

A. BASIC REFERENCES (cont.)

Preparing Secondary Teachers For Career Education Through Curriculum (Module III) by L. Sunny Hansen et al. Produced by the University of Minnesota, this guide offers suggestions for ways in which a teacher might integrate career education into subjects taught at the secondary level. It contains a series of illustrative lessons showing how a secondary teacher could infuse career education into his or her subject area. Available through the College of Education, University of Minnesota, Minneapolis, Minnesota 55455.

B. COMMERCIALLY PRODUCED CURRICULUM MATERIALS:

Caréer Education Resource Guide by James Bottoms et al. This guide's purposes are (1) to introduce the classroom teacher to the basic concepts of career education and (2) to provide the teacher with selected examples of how career eduation can be put into practi e in the classroom. General Learning Corporation, Silver Burdette Company Division, Customer Service Department, Morristown, New Jersey 07960. Price - $3.00.

Career Exploration And Planning by Bruce E. Shertzer. A textbook, student workbook, and teacher's guide designed to present information on and involve high school students in educational and occupational orientation, exploration, and planning. Houghton Mifflin Company, Two Park Street, Boston, Mass. 02107. Price - $10.00.

Manpower and Economic Education: A Personal and Social Approach To Career Education by Darcy and Powell. Produced by the Joint Committee on Economic Education, this excellent text is designed to orient senior high students to basic economic concepts, the world of work as it may well be in the future, and the importance of continuing education to meet new social and economic demands. Love Publishing Company, Denver, CC 80202. Price - $5.00.

III. PRINTED CURRICULUM MATERIALS.

B. COMMERCIALLY PRODUCED CURRICULUM MATERIALS (cont.)

Motivation For Career Success. A very effective, sophisticated, and high-priced comprehensive program of study which uses the inquirey method to engage the individual in the process of self-discovery and to motivate each student to explore the best ways to capitalize on his or her streng hs and abilities. For further information contact the Education Achievement Corporation, P. O. Box 7310, Waco, Texas 76710.

The World Of Construction.
The World Of Manufacturing.
Each of these full-year courses is designed to give junior high school industrial arts students a broad introduction to the basic concepts of industry and technology. These extremely innovative and effective programs involve the students in exploratory activities which make extensive use of "hands-on" learning experiences. Highly recommended. For further information write the McKnight Publishing Company, Route 66 and Towanda Avenue, Bl omington, Illinois 61701.

C. CURRICULUM MATERIALS PRODUCED BY STATE AND LOCAL EDUCATION SYSTEMS.

Introduction - The curriculum materials listed below vary in scope and overall quality. However, all of them provide excellent examples of how career education instruction can be incorporated into established courses in the secondary curriculum.

Cincinnati, Ohio
Career education curriculum manuals for junior high school mathematics, science, and social studies. Contact Curriculum Director, Cincinnati Public Schools, Cincinnati, Ohio 45202.

Maryland
Career Development, Levels I, II, III, and IV. Four curriculum guides for K-2, 3-5, 6-8, and 9-12, which integrate career education concepts and activities into various school subjects. Public Schools of Anne Arundel County, Annapolis, Maryland 21401. Price - $2.50 each.

III. PRINTED CURRICULUM MATERIALS.

G. CURRICULUM MATERIALS PRODUCED BY STATE AND LOCAL EDUCATION SYSTEMS (cont.)

Minnesota

The Minnesota State Department of Education has produced a number of excellent publications relating career education to the secondary school curriculum. A partial listing includes:

"A resource Guide For Career Development in Junior High School"
"A Resource Guide For Career development in Senior High School"
"Career Related Math Units"
"Geometry: Career Related Units"
"Science: Career Related Units"
"Career Posters Related to School Subjects"

For further information contact Pupil Personnel Service Section, Division of Vocational-Technical Education, Department of Education, St. Paul, Minnesota 55101.

New York City

The New York City Board of Education has produced career guidance curriculum manuals in the following areas: Industrial Arts ($2.00), Industrial Arts Supplement ($4.00), and Office and Business Practices ($4.00). Available from Office of Publications Sales, Room 136, 110 Livingston Street, Brooklyn, N.Y. 11201. Prepayment required. (Make checks payable to Auditor, Board of Education.)

North Dakota

Career Education Classroom Activities. A series of curriculum guides by subject area which suggest career education activities that could be used in grades 7-12. For further information contact North Dakota State Board for Vocational Education, State Office Building, 900 East Boulevard, Bismarck, North Dakota 58501.

Sioux Falls, South Dakota

Curriculum guides suggesting career education activities which could be integrated into regular junior high school courses: art, health, music, home economics, industrial arts, language arts, science, business/typing, general math/algebra/geomet4y, and social studies. Contact Dr. Ken Gifford, Sioux Falls Independent School District #1, Sioux Falls, South Dakota 57101.

IV. AUDIO-VISUAL MATERIALS FOR CAREER EDUCATION.

A. INTRODUCTION:

Audio-visual instructional materials - particularly, films, filmstrips, and slides - can provide excellent exploratory activities at the secondary level. For many schools, these materials can add new dimensions to career exploration which would be difficult to realize through the use of resource people and field trips.

It is our hope that schools that are members of a multi-district unit will consider the possibility of pooling some of their resources to establish a career education media center at the multi-district school. Such a joint effort would enable the participating schools to acquire an extensive library of audio-visual materials which would be beyond the means of an individual school, would eliminate unnecessary duplication, and would reduce the "dead time" in which audio-visual materials go unused.

B. BASIC REFERENCES:

A-V Quick List: Career Education. This publication lists (but does not describe) over 1,000 audio-visual titles from 62 producers which relate to career eduation. The A-V Quick List is available on request from Audio-Visual Services Division, The Baker and Taylor Company, P.O. Box 230, Momence, Illinois. 60954.

Catalog of Educational Films, 1973-75. The Visual Aids Service at the University of Illinois has one of the largest and finest collections of 16mm educational films available on a rental basis. The catalog contains annotated listings for over 10,000 films. Visual Aids Service, Division of University Extension, University of Illinois, Champaign, Illinois 61822. Price - $3.00.

Educator's Guide To Free Films. This publication lists about 4,800 titles of free films. Many films rented to libraries and schools by other agencies can be obtained free from sources in this guide. Educators Progress Service, Inc., Station 73, Randolph, Wisconsin 53956. Price - $11.75.

Educator's Guide To Free Filmstrips. A comprehensive listing of free filmstrips, slides, and transparencies, plus the names and addresses of the organizations from which these materials can be obtained. Educators Progress Service, Station 73, Randolph, Wisc. 53956. Price - $8.50.

IV. AUDIO-VISUAL MATERIALS FOR CAREER EDUCATION.

B. BASIC REFERENCES (cont.)

Educator's Guide to Free Guidance Materials. This guide contains information on over 1,000 items dealing with career guidance that are available free of charge. Over 750 of the listings are audip-visual materials. The guide also contains the names and addresses of the organizations from which these materials can be obtained. Educators Progress Service, Station 73, Randolph, Wisconsin 53956. Price - $8.75.

The National Information Center for Educational Media, University Park, Los Angeles, California 90007, is the world's largest data bank for audip-visual materials. NICEM publishes annotated indexes for 16 mm films, filmstrips, media for vocational-technical education, etc.

C. FILMS:

Library of Career Counseling Films. A forty title film series presenting an overview of the world of work. The films may be purchased or rented. For further information contact Counselor Films, Inc., 1728 Cherry Street, Philadelphia, Pa. 19103.

Why Not Explore Rewarding Careers? A series of twelve color sound films produced by the American Personnel and Guidance Association which provides essential information about careers which do not require a four year college degree. Rental fee of $20/day. Contact A. P. G. A. (Film Department), 1607 New Hampshire Ave., NW, Washington, D.C. 20009.

D. SLIDES:

Conflict in American Values: Life Style Versus Standard of Living. A two part sound-slide program which investigates the diversity of life styles in America today, the conflict between traditional values and new life styles, and the relationship between individual life styles and personal goals. For further information write the Center For Humanities, Inc., Two Holland Avenue, White Plains, New York 10603.

IV. AUDIO-VISUAL MATERIALS FOR CAREER EDUCATION.

D. SLIDES (cont.)

Jobs for the 1970's. Produced by the U.S. Department of Labor, this presentation consists of forty slides and an accompanying booklet. The slides depict projected changes in the labor market during this decade. Available from the National Audiovisual Center, Washington, D. C. 20409. Price - $10.00.

Looking Ahead To A Career. A set of 36 color slides with narrative which summarizes the changing occupational and industrial mix and what it forecasts for the years immediately ahead. Produced by the Occupational Outlook Service. Contact U.S. Government Printing Office, Washington, D.C., 20402. Available on free loan.

E. FILMSTRIPS: There are a large number of excellent commercial filmstrips which could be used to provide visual exploratory experiences for students at the secondary level. The representative companies listed below have done quality work in this area. These companies will provide descriptive catalogues and brochures upon request.

"The ABC's of getting and Keeping a Job" -Bye-Gate House, Inc., 146-01 Archer Avenue, Jamaica, N.Y. 11435.

"Career Development Series" -Guidance Associates, 41 Washington Avenue, Pleasantville, N.Y. 10570. (See the next page for brief descriptions of some of the excellent materials produced by this company.)

"Career Exploration Series" - Acoustifone Corp., 8954 Comanche Avenue, Chatsworth, California 91311.

"Career Opportunities" - Denoyer-Geppert, 5235 Ravenswood Avenue, Chicago, Illinois 60640.

"The Fascinating World of Work - Career Awareness Series" - National Career Consultants, Inc., 9978 Monroe, Dallas, Texas 75220. Excellent materials.

"Foundations for Occupational Planning" - Singer/SVE, 1345 Diversey Parkway, Chicago, Illinois 60614.

"Keys: Career Exploration Program" - Science Research Associates, 259 E. Erie Street, Chicago, Illinois 60611.

"World of Work Series" - Edu-Craft, Inc., 6475 DuBois, Detroit, Michigan 48200.

GUIDANCE ASSOCIATES
41 Washington Avenue,
Pleasantville, New York 10570

CAREER DEVELOPMENT

Choosing Your Career
Examines six primary types of jobs-artistic, conventional, enterprising, intellectural, realistic, social. Program stresses that job satisfaction, stability and accomplishment depend upon relationship between one's personality and the job environment.
2 parts/1F-100 603/$37.50

Dropping Out: Road to Nowhere
American Film Festival Blue Ribbon Award
Dropouts tell what they found "on the outside," reasons for returning to school. Program focuses on high school diplomas as necessary for career patterns now developing and realistically tells what the dropout can expect on the outside.
2 parts/1F-101 103/$37.50

Job and Gender
Explores how sexual barries and stereotypes have influenced men's and women's vocational choices; discusses changing concepts of "masculine" and feminine" work roles through interviews with male kindergarten teachers, a female carpenter and a female newspaper reporter.
2 parts/1F-103 349/$37.50

* **The Changing Work Ethic**
Part I. Open-ended dramas are stopbanded so that students can discuss: 1. Is hard work the key to success? 2. Is there any kind of honest work you wouldn't do? 3. Are you more or less materialistic than your parents? 4. Would you work if you didn't have to? Part II examines rising job dissatisfaction from worker, consumer, employer viewpoints: explores job enrichment as an approach to stregthening the work ethic.
2 parts/1F-100 360/$37.50

People Who Make Things
Two skilled construction workers describe their part in assembling DC 10 airplanes; a chef demonstrates his way of preparing fine food; a model builder shows how he builds an entire city to scale. Interviews focus on pride of craft, the satisfaction of making useful things; the pleasure many people gain from creating with their hands.
4 parts/1F-301 686/$37.50

High School Course Selection and Your Career
American Personnel and Guidance Association Award Program establishes practical relationships between educational choice amd career planning by exploring basic concepts, study skills, attitudes, importance of decision-making. Written by Dr. John G. Odgers, Director, and David W. Winefordner, Division of Guidance and Testing, Ohio State Department of Education.
2 parts/1F-101 806/$37.50

People Who influence Others
Introduces a model and cosmetics demonstrator who talks about selling products she believes in; an advertising executive who's working on a public service campaign for a city zoo; a county agent who invites students to a dairy farm where he helps farmers improve their farming methods. Program emphasizes qualities of gregariousness, self-confidence, sensitivity, empathy, leadership.
4 parts/1A-301 869/$37.50

People Who Work In Science
An ocean life scientist explains his experimental work with sea lions, whales and porpoises; a crime lab technician gives students a tour of police lab facilities, demonstrates her own job in chemical analysis; a recording engineer invites children to sit in on the sound production of a TV commercial. Segments stress curiosity, inquiry, precision, interest in scientific method.
4 parts/1A-301 580/$37.50

People Who Help Others
Students meet a community organizer who has helped a tiny Mississippi town unify itself to work for a new water system; a day care worker discusses feelings of pride and responsibility; a physical therapist describes her skills, her work at a children's hospital; career profiles emphasize commitment, compassion empathy; suggest the intangible regards of careers which serve others.
4 parts/1A-301 607/$37.50

People Who Create Art
A puppeteer-actress-costume designer-seamstress shows how it is backstage and out front; a young drummer plays, teaches composes and tells why music is his life; an industrial designer explains the challenge of making a playground both fun and a learning experience. Program attempts to define the nature of talent, inner direction, desire to communicate as they motivate musicians, sculptors, painters, writers, artisans, designers.
4 parts/1A-301 644/$37.50

People Who Organize Facts
A sports editor communicates his own fascination with facts and figures; an automotive researcher shows how he finds the facts he needs to restore antique cars with loving accuracy; a bakery packaging forewoman tells how she organizes the facts of a vast production line to keep cookies and crackers on supermarket shelves. Program shows how our society depends on information-centered careers and relates them to gifts for detail, organization, problem-solving.
4 parts/1A-301 828/$37.50

V. SIMULATION AND INSTRUCTIONAL GAMES.

A. BASIC REFERENCE:

Guide To Simulation Games For Education And Training by Zuckerman and Horn. This reference guide contains extensive descriptive information on over 400 simulation games arranged by subject. Information Resources, Box 417, Lexington, Massachusetts 02173. Price - $15.00.

B. REPRESENTATIVE GAMES:

Consumer. This game simulates the economic life of everyday individuals. Eleven to thirty-four may play in two to three hours. An ideal game for consumer education. Western Publishing Company, 850 Third Avenue, New York, N. Y. 10022. Price - $30.00.

Economic System. This game illustrates the working of the American economy. Seven to thirteen may play in two to four hours. One of the best economic simulation games available. Western Publishing Company, 850 Third Avenue, New York, N. Y. Price - $25.00.

Life Career. Players learn how the lives of people are patterned and investigate the kind of educational and occupational opportunities which are available to persons with varying sets of personal characteristics. Two to twenty people may play in one to six hours. Western Publishing Company, 850 Third Avenue, New York, N. Y. 10022. Price - $35.00

Panic. A political simulation of the activity of various occupational interest groups in response to the changing economic conditions during the years, 1920-1940. Twenty-five to thirty-six may play in twenty class periods. Interact, P.O. Box 262, Lakeside, California 92040. Price - $10.00.

Strike. A simulation of late nineteenth century labor-management relations. Students assume the roles of owners, managers, foremen, workers, and unemployed. Sixteen to forty people may play in three to five class periods. The Macmillan Company, 866 Third Avenue, New York, N. Y. 10022. Price - not yet published.